

SUPPLEMENTAL INSTRUCTIONS
FOR
SUMMARY SUBCONTRACT REPORT
SF 295

GENERAL INSTRUCTIONS: The following information supplements the instructions on the back of the SF 295. The Standard Form (SF) 295, Summary Subcontract Report, is a **summary** of ALL CONTRACTS THAT A CONTRACTOR HAS WITH THE US ARMY CORPS OF ENGINEERS. The contractor is to submit one SF 295 for all Corps contracts containing subcontracting plans; not one for each contract. If your firm has more than one contract with another Corps District, list these contracts in block 17, "Remarks". One copy of your SF 295 is due in Seattle District no later than 22 days after the end of each reporting period. For the reporting period ending March 31, the due date is April 22. For the reporting period ending September 30, the due date is October 22.

SPECIFIC INSTRUCTIONS: The SF 295 tracks subcontract awards for the Government's current fiscal year, which runs from October 1 through September 30th. For the reporting period ending March 31, the report will summarize the data collected for the first six months, October 1 through 31 March. For the reporting period ending September 30th, the report will summarize the data collected from October 1 through 30 September.

1. Block 2: Insert your nine-digit Data Universal Numbering System (DUNS) number for the address in block 1. If unknown, refer to the instructions on the back of the SF 295.
2. Block 4: Insert appropriate reporting period date and current fiscal year.
3. Block 6: Administrative Office: ☒ ARMY-COE
4. Block 7: Check block if you are the prime contractor.
5. Block 8: Type of Plan: Individual
6. Block 10a through 16: "**Cumulative Fiscal Year Subcontract Awards**" column. *As indicated in Block 4*, for the reporting period ending March 31, enter dollar value and percent for subcontract awards from October 1 through 31 March of the **current** fiscal year. For the reporting period ending September 30th, enter the dollar value and percent for subcontract awards from October 1 through 30 September of the current fiscal year. The SF 295 only collects subcontract awards from Oct 1 through Sep 30. The SF 294 collects subcontract awards from the beginning of the contract and increases every reporting period regardless of the fiscal year.
7. Block 17: List all Corps of Engineer contracts in the "Remarks" block or attach a list.

8. Block 18: Must be signed by the individual responsible for your company's small business program.

9. Block 19: Must be signed by a corporate officer of the company.

10. Distribution: Keep the original for your records.

Submit a **copy** to:

Seattle District Corps of Engineers
ATTN: CENWS-CT (SADBU)
PO Box 3755
Seattle, WA 98124-3755

Send a copy of the SF 295 also to all other U.S. Army Corps of Engineers District Office where you also have a Subcontracting Plan

CAUTION: *If you have included any Corps of Engineers' subcontracting dollars to another activity shown in Block 6, you have submitted an incorrect report to that activity.*

DO NOT SEND A COPY OF THE REPORT TO THE Defense Contract Management Agency (DCMA) unless directed by the Corps of Engineers Contracting Officer.

It could lead duplicate award data entered into the DIOR database.